

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 29**

**September 21, 2005**

**SUBJECT: WATCH COMMANDER'S DAILY REPORT, FORM 15.80.0 - REVISED**

**PURPOSE:** The use of official Department forms ensures that information is captured consistently Departmentwide. In light of the Consent Decree and other requirements to capture and retain data, some forms are no longer adequate. The Watch Commander's Daily Report, Form 15.80.0, has become outdated. Several Area/divisions have created hybrids of the original report to accommodate additional information requirements. This Order revises the Watch Commander's Daily Report, Form 15.80.0, to conform to current requirements and replace all other official and unofficial versions.

**PROCEDURE:**

**I. Watch Commander's Daily Report, Form 15.80.0 - Revised.**

The Watch Commander's Daily Report, Form 15.80.0, is revised and shall replace the Department's existing version of the form. The revised form shall also replace any unofficial hybrid forms that have been used as watch commander's logs.

**A. Use of Form.** This form shall be used by all watch commanders to report significant activities to the commanding officer of their respective Area/division.

**Note:** The capture of additional information specific to a command (i.e., requested by the commanding officer, Bureau, data unique to the Area/division, etc.) may be added as subsequent pages of the report (e.g., pages 3, 4, etc.).

**B. Completion.** Completion of the form is self-explanatory.

**C. Distribution.** Distribution of this form is to be determined by the concerned commanding officer.

**II. Watch Commander's Responsibility.** Watch commanders shall ensure that information contained in the Watch Commander's Daily Report is accurate and consistent with all related documents (e.g., Gang Enforcement Detail Daily Log). It is incumbent upon individual watch commanders to ensure that specialized units within their command are accurately documenting names, times and activities in their logs, and

that their entries are consistent with the Watch Commander's Daily Report. This degree of oversight will assist the watch commander in maintaining an open line of communication between their specialized units.

**FORM AVAILABILITY:** The revised Watch Commander's Daily Report, Form 15.80.0, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days. A copy of the form is attached for duplication and immediate use. Previous versions of this form shall be marked "obsolete" and placed in the divisional recycling bin.

**AMENDMENT:** This Order amends Section 5/15.80.0 of the Department Manual.

**AUDIT RESPONSIBILITY:** Each geographic bureau shall monitor compliance with this Directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
**Chief of Police**

Attachments

**DISTRIBUTION "D"**